

CENTENNIAL OFFICE PARK OWNERS' ASSOCIATION ('COPOA')

MEETING MINUTES

DATE: 01.19.2017

LOCATION: Crowne Plaza Hotel

ATTENDANCE:	Mike Kasmauskis President	2828 Kraft Ave.
	Dan Wiersma Secretary/Treasurer	2900 Charlevoix Dr.
	John Shape	5920 Tahoe Dr.
	Kirk Driesenga	6000 28 th St.
		3040 Charlevoix Dr.
		3030 Charlevoix Dr.
		2851 Charlevoix Dr.
	Glenn Turek / Nancy McDonough	2959 Lucerne Dr.
		3025 Charlevoix Dr.
	John Lagazo	5700 28 th St.
	Tom Cripps / Rick Chrisman	2910 Lucerne Dr.
	Sandi Coolsen	5800 Foremost Dr.
	Sandra Korhorn	Cascade Township DDA

- I. Welcome / Attendee Roll Call Attendance was taken via a 'sign-in'
- II. Mike Kasmauskis ... Welcome everyone to today's meeting
- III. Meeting Minutes (10.20.2016) were reviewed accepted.
- IV. Next Meeting: 9:00 a.m. -Thursday, April 20, 2017 @ Crowne Plaza
- V. Elections
 - a. Board of Directors | VVND
 - i. Mike Kasmauskis | Chairman – 2828 Kraft
 - ii. Dan Wiersma | Secretary & Treasurer – 2900 Charlevoix Dr
 - iii. Kirk Driesenga – 6000 28th St., et. al
 - iv. John Lagazo – 5700 28th St.
 - v. Larry Fleis – 2960 Lucerne

- b. Architectural Review Committee Representatives | VVND; made up of two (2) representatives from Cascade Township and three (3) representatives from the Association.
 - i. Dan Wiersma – 2900 Charlevoix
 - ii. Kirk Driesenga – 6000 28th St., et. al
 - iii. John Lagazo – 5700 28th St.
- c. Public Relations / Marketing Committee Representatives
 - i. Glenn Turek – 2959 Lucerne, et. Al
 - ii. Larry Fleis – 2960 Lucerne
 - iii. Kirk Driesenga – 6000 28th St., et. al

VI. AGENDA

- a. Cascade Township Downtown Development Authority ('DDA')
 - i. COPOA member attendance at DDA meetings is important ... recognizing the partnership that exists between the COPOA and DDA, it's important that a COPOA member attend each DDA meeting. NOTE: Kim Ridings is a member of the DDA.
 - ii. Meeting Dates [3rd Tuesday at 5:30 p.m. – Cascade Township | Wisner Center – 2870 Jack Smith Ave SE
 - 1. 02.21.17 Larry Fleis
 - 2. 03.21.17 Mike Kasmaukis
 - 3. 04.18.18 John Shape
 - 4. 05.16.17 TBD
- b. Financial Report | Dan Wiersma - Treasurer
 - i. Association Dues Initiative - \$500.00 per property parcel
 - 1. Association Letter ... Letter was sent – via USPS – to each individual permanent parcel property owner within the Centennial Office Park DDA boundaries.
 - 2. Property Parcels that DID NOT participate in the fund raising include:
 - a. 5630 28th St. ('Panera Bread')
 - b. 3001 Orchard Vista ('Northstar Commercial')
 - c. 3075 Orchard Vista ('Hope Network')
 - d. 5738 Foremost ('Buiten Insurance')
 - e. 5740 Foremost ('Barracks 616')
 - f. 3039 Orchard Vista ('Sunrise Senior Living')
 - g. 5930 28th St. ('Medawa6')
 - h. 5910 Tahoe ('Owen Pyle')
 - i. 3075 Charlevoix ('Centennial Securities')
 - j. 3133 Orchard Vista ('VA Holdings')
 - k. 6140 28th St. ('Jack Krause / JAK Holdings')
 - l. 2930 Lucerne ('Hammer & Company')

- m. 6139 Tahoe Dr ('Partners Worldwide')
- n. 5960 Tahoe Dr ('McAndrews Partners')
- o. 5800 Foremost Dr ('Foremost Cancer Center') ... *will be invoiced per Sandi Coolsen request.*

ii. Financial Summary

1. Fund Raising Reconciliation

Receipts (a/o 01.19.17)	\$10,000.00
LESS: Payments	(\$2,442.94)
LESS: Payables	<u>(\$2,332.89)</u>
Balance	\$05,224.17

Accounts Receivable \$7,500.00

iii. Association Tax Return(s)

- 1. Dan Carter, Dan Carter Advisors, has been requested to complete, on behalf of COPOA;
 - a. Association Tax Return – 2015
 - b. Michigan Annual Report - 2015

iv. Association Documentation 'Update'

- 1. Initial discussions with Varnum regarding the review of existing Association legal formation documents with the intent to make necessary changes.

c. Public Relations

i. Centennial Park – Light Pole Banners

- a. Banner design selected by COPOA has been shared with the Cascade DDA and they granted their approval.
- b. An order will be placed for the design / purchase of the banners with the order being 'capped' at \$4,000.
 - i. 33 Banners; Every 3rd pole installed in April 2017
 - ii. 3 different colors as proposed
 - iii. Installation and storage provided by Cascade Township
 - iv. Two (2) sets of banners will be purchased eventually, one (1) set is approved for purchase.

ii. Website Initiative | www.centennialparkgr.com

- a. Sub-Committee: Mike Kasmauskis, Karen (F&V), John Lagazo, Glenn Turek
- b. Brochureware website has been brought online to allow for an Internet 'searchable' presence for Centennial Office Park
- c. Links ... If any Association member has a property link that they would like to see on the Centennial Park website, they should email that link to Mike's attention at [mike@imagetours.com]

- iii. Get the message out regarding 'activity' within Centennial Office Park, including;
 - 1. Foremost Cancer Center locating in the park
 - 2. Helmholdt Office Renovations
- iv. Centennial Park Master Plan – TABLED

VII. Cascade Township | Downtown Development District ('DDA') – Sandra Korhorn

a. Initiatives

- i. Association Membership ... Kim Ridings representation on the DDA will be discontinued as of the date that she no longer has an office in Cascade Township.
- ii. DDA Marketing Plan ... introduction, more information to follow
- iii. Education Meetings ... schedule meetings with representatives from each of the four districts (Map Attached) within the DDA to 'educate' property owners on the 'Who, What, Why' of the DDA. Additional information to follow.

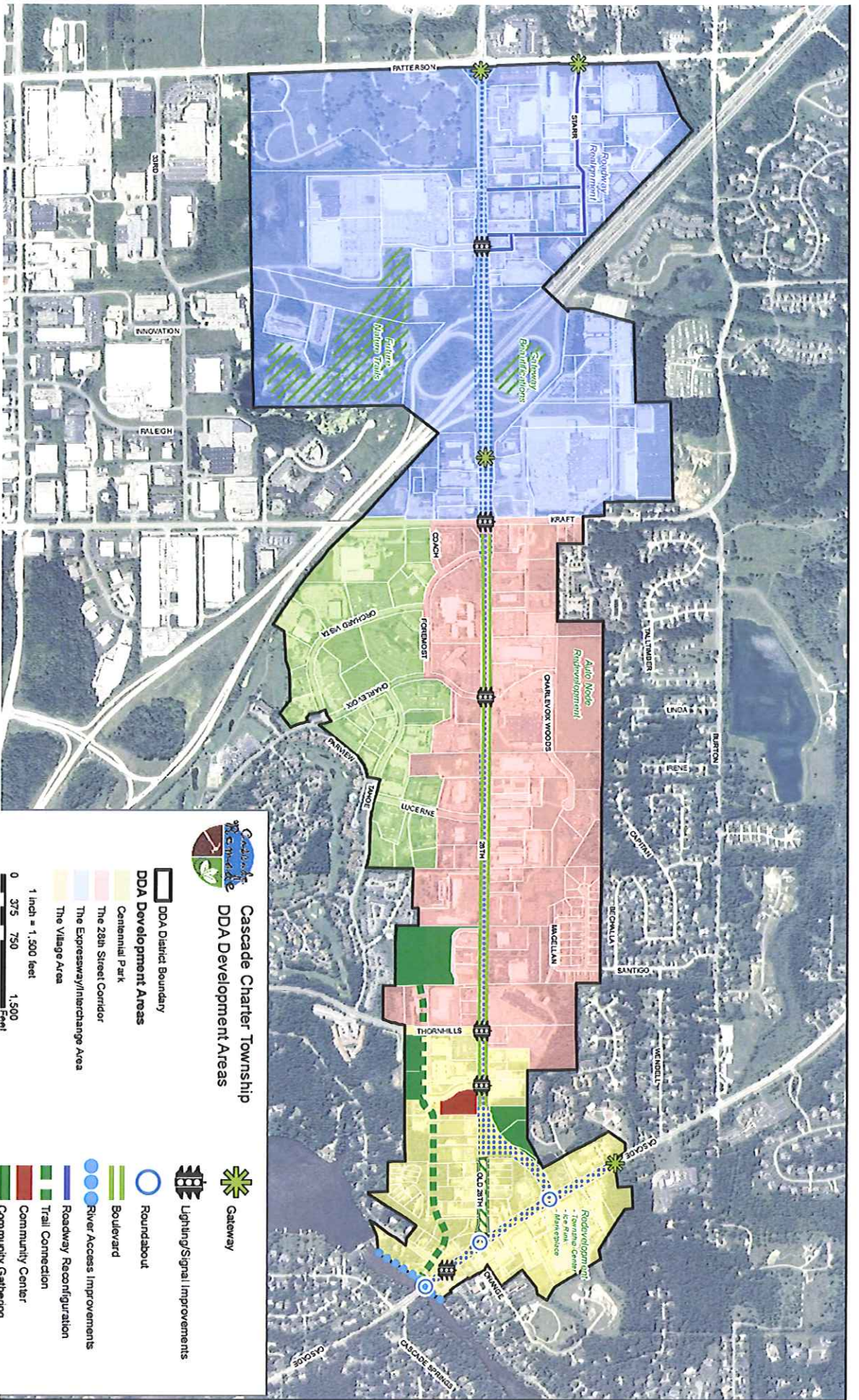
Meeting ... Next scheduled meeting of the CPBOA

Crowne Plaza Hotel

Thursday, April 20, 2017

9:00 a.m.

Minutes Submitted By: Dan Wiersma



Cascade Charter Township
DDA Development Areas

- DDA District Boundary
- DDA Development Areas**
 - Centennial Park
 - The 28th Street Corridor
 - The Expressway/Interchange Area
 - The Village Area
- Roundabout
- Boulevard
- River Access Improvements
- Roadway Reconfiguration
- Trail Connection
- Community Center
- Community Gathering
- Gateway
- Lighting/Signal Improvements

